



General Services Administration
Northwest/Arctic Region
Jackson Property Management Team
915 Second Avenue, Room 1894
Seattle, WA 98174

July 19, 1999

MEMORANDUM FOR RECORD

FROM: STEVEN M. DAVID
PROPERTY MANAGER (10PM1A)

SUBJECT: Quarterly Tenant Meeting Minutes

The quarterly tenant meeting for the fourth quarter of FY99 was held on July 14, 1999 in the Evergreen Room (3086) of the Jackson Federal Building. Those in attendance are listed on the attached sign-in sheet.

The following items were addressed:

1. Custodial & Grounds. Custodial contract supervisors, John Frisk and Silvano Gonzalez, were in attendance to address questions and concerns. Attendees were reminded that furniture and office equipment must not be left at the service elevators for disposal (agencies need to dispose of personal property in accordance with established government regulations). There were no tenant comments or concerns regarding custodial or grounds issues.

2. Cafeteria. Cafeteria manager, Michael Lesh, reported that a) cafeteria hours are 6:30 AM to 2:00 PM; b) the sales tax charged at the cafeteria is higher than the fourth floor sundry stand due to state law; c) the rumor that the cafeteria will close permanently is false; and d) a new menu geared towards the season will start in mid-August. There were no tenant comments or concerns regarding the cafeteria.

3. Security & Safety. Federal Protective Service representatives, Smokey Forster and James Hile, were in attendance to address questions and concerns. Smokey reported that the Building Security Advisory Committee (BSAC) decided to remove the restrictions on vendors/contractors bringing tools into the building and that persons with military reserve photo ID would be excepted from electronic screening. There were no tenant comments or concerns regarding security or safety.

4. Service Calls & Maintenance. There were no tenant comments or concerns regarding service call or maintenance issues.

5. Projects & Space. Building Manager, Steve David, reported the following: a) construction of the new Self-Serv Center was starting and that a late August opening

was anticipated; b) the exterior clean and reseal project was expected to start in the fall with a one year projected completion date; and c) additional office and storage space would be available in November after the FBI relocates out of the building. There were no tenant comments or concerns regarding project or space issues.

6. Telecommunications. There were no tenant comments or concerns regarding telecommunications.

7. Open Discussion. Additional items discussed included the following: a) the City would be conducting water supply system maintenance on Friday, July 23 which could result in discolored, but safe water; b) a building-wide Aloha Day is scheduled for Friday, August 6th with special events by the NW Credit Union and Southern Foods in the cafeteria; and c) GSA was exploring the possibility of creating a joint-use video teleconference center on a user charge back system.

There was no other business. The next meeting is scheduled for 10:00 a.m., October 20, 1999 in The Evergreen Room (3086). A notification memo will be faxed approximately two weeks prior and an agenda faxed one day prior to the meeting.

Attachments (1)

cc:10PM1A (Official, Reading)

e-mail copies to: R. Buffington & B. Allan (10PMF), C. Liljenberg (10PM1), S. Forster (10PM1B), H. Berglund (10PCB), P. Chan (10PT), A. Shoda (10PF), J. Demaray (10TT-SE)

faxed copies to : JFB Client List